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Class. CHANGED TO: TS S

31 July 1951

DDI Memo, 4 Apr 77

Auth: DDA REG 177/1763

Date: 21 Feb 78 By: JDS

MEMORANDUM FOR THE RECORD:

SUBJECT: Notes on Conference held 27 July 1951 between personnel of Management, Covert and Overt Training. Present were:

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1. Mr. [redacted] opened the meeting stating that the proposed survey was requested and emphasized that it was not being inflicted. The purpose of the survey is to determine the best training organization and staff pattern to accomplish the assigned mission. It was requested that certain information be made available to Management and sheets were distributed as examples of the type and form of information necessary. They cover:

a. Activities of each person in brief--what he does, how he does it and how much time is spent on each activity, lectures, liaison, research, administration, etc.

b. Frank and honest statement of his duties and improvements recommended.

c. Statements from branch or section chiefs about morale--good, or bad, cause and cure.

Since TRD has previously submitted a complete description of the mission, functions and duties of all its branches and staffs, it was decided this information was needed only for the overt training office.

2. After receipt of this information it is planned that personnel of Management would then meet with the training offices and consider training overseas, training within projects of CIA, such as [redacted] etc., and training within the various offices of CIA. Matters for further discussion would include: where T/O requests would originate, policy and planning for the covert training office, etc. 25X1A2g

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3. Mr. [redacted] stated his understanding that the meeting would concern itself with the relationship of TRD to the Office of Training. He explained the administrative position of TRD before its placement under the Office of Training and felt that one of the problems to be faced was the administrative channeling of TRD matters. He stated that for security reasons certain matters need to be handled on a "need-to-know" basis. One way to do this would be to make the Assistant Director of Training (Covert) on the same level as an office chief with delegated authority for approval of all personnel, travel, budget, etc., matters. Another problem to be considered is the possible transfer of certain TRD training activities to the overt office.

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4. It was agreed by Mr. [REDACTED] that certain administrative matters should in all probability be handled independently by TRD and that Mr. [REDACTED] could sit down with the concerned parties to work out the details.

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5. It was further agreed that language training and rapid reading courses should be transferred to the overt training office. [REDACTED] raised the question of a special instructor training course which might be given by the overt training office to train operationally qualified personnel in the art of teaching.

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6. Mr. [REDACTED] stated the survey should further consider whether personnel of certain covert elements of OSI, I&S etc., might be included in the training program of the covert office. After discussion of the critical personnel situation in TRD, it was agreed that this would probably be a long range aim.

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7. Mr. [REDACTED] displayed a chart showing the proposed new realignment of the staffs of TRD. It is presently planned to have two main staffs, one substantive, covering training materials, doctrine development and overseas training, and the other support, including administration, registrar, finance, real estate and other support functions. The most immediate problem facing TRD at the moment is the channel for such minor administrative matters as travel vouchers, promotions, etc. Mr. [REDACTED] stated that at the present he couldn't answer this. Captain [REDACTED] stated that Colonel Baird wanted to relieve TRD of as much detail as he could while at the same time insuring adequate protection of the security aspects.

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8. It was agreed that three problems which TRD would like resolved would be covered in the survey:

a. The placement of graphics aids and training aids

b. The channel for budget, fiscal, travel and other administrative matters

c. The institution of an instructor training program and its placement

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9. Mr. [REDACTED] stated the first move was to receive the completed questionnaires from the overt office of training. He said that a group of three persons, headed by Mr. [REDACTED] would then visit both the overt and covert offices of training to review the training operations of both offices. He estimated 15 working days would be required to complete the survey.

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